

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Workers' Compensation - Electronic Transmittal	<b>REFERENCE NUMBER:</b> 2008-028
<b>DATE ISSUED:</b> 09/04/08	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Personnel Transactions Supervisors  
Return-to-Work/Claims Coordinators  
Health and Safety Officers**

**FROM:** Department of Personnel Administration  
Benefits

**CONTACT:** Tracy Caldwell, Workers' Compensation Program  
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The State Contracts Offices of State Compensation Insurance Fund (State Fund) are implementing a procedure to send medical reports via email to State Agencies' Return to Work Coordinators. The medical reports will be scanned and sent as a PDF attachment. This program was successfully piloted in the Oxnard State Contract Office.

As each office brings this capability on line, your State Fund adjuster will contact you to determine which email address to use for receipt of confidential medical reports as well as how often you would like to receive them. You may wish to designate a specific email address to streamline the receipt of these reports and guarantee security of access; such as "WCMedReports@\_\_\_\_.ca.gov." Contact your internal information technology department to set up a new email address.

If you have any questions about this or any other operation that your adjuster cannot answer, please contact Karen B. Sullivan, State Fund Claims Operation Manager at 805-988-8606.

/s/Greg Beatty

Greg Beatty, Chief  
Benefits Division